

TITLE, SERIES, GRADE: Chief, Narcotic and Dangerous Drug Section, ES-905

PAY RANGE: \$107,550 to \$162,100*

*Policy is generally to pay SES employees in this range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission, contingent on Department pay-setting rules.

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 05-SES-CRM-05

AREA OF CONSIDERATION: All Sources

OPENING DATE: 09/16/05

CLOSING DATE: 10/07/05

DUTY LOCATION: Criminal Division, Narcotic and Dangerous Drug Section, Washington, D.C.

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

Incumbent serves as Chief, Narcotic and Dangerous Drug Section (NDDS), reporting under the general supervision of the Assistant Attorney General for the Criminal Division and direct supervision of a Deputy Assistant Attorney General.

MAJOR DUTIES:

The Chief of NDDS provides leadership and is responsible for:

- Providing leadership and a strategic plan for the work of the Section;
- Supervising the conduct of yearly investigations and litigation carried on by the lawyers and support staff of the Section.
- Managing the prosecutions conducted by Section attorneys and the coordination of the prosecution by U.S. Attorneys' Offices of criminal cases involving narcotics and dangerous drugs.
- Supervising the work of the Section attorneys relating to such matters as drafting electronic surveillance applications, proposed indictments, preparing responses to defense motions involving important questions of law, provisional arrest for and extradition of international narcotic traffickers, and appeals in criminal drug cases.
- Serving as liaison among the sections and offices of the Criminal Division and between the Criminal Division and the Organized Crime Drug Enforcement Task Force (OCDETF) program as well as with the various Drug Task Forces located in the United States Attorneys' Offices, the Drug Enforcement Administration (in particular, the Special Operations Division), the Federal Bureau of Investigation, the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Department of Treasury (including the I.R.S.), the Department of Homeland Security (including ICE and the U.S. Coast Guard), the Department of State, elements of the U.S. Intelligence Community, and the White House Office of National Drug Control Policy.
- Supervising the preparation, compilation and review of U.S. and foreign legislative initiatives, and the drafting and review of Congressional testimony for pertinent hearings.

- Providing oversight and guidance in narcotics-related intelligence matters.
- Representing the Section and supporting the Department's participation in meetings, consultations and monitoring our obligations with foreign law enforcement counterparts and in multilateral fora.
- Planning and teaching courses on narcotic prosecutions and policies at the National Advocacy Center, U.S. Attorneys' Offices and law enforcement agencies.
- Working in support of the Criminal Division's international training and development programs with special emphasis on those programs in drug source and transit countries.

In addition, the Chief manages the Section's financial, human and technical resources allocations; seeks resource enhancements necessary for proposed priorities and initiatives; recruits and maintains a professional and diverse cadre of attorneys and support personnel with procedures and policies for merit promotion.

MANDATORY QUALIFICATIONS:

Applicants for this position **must** provide a narrative that demonstrates strong possession of all six professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements.

Professional/Technical Requirements:

- 1) Experience in developing and litigating complex Federal criminal cases involving violations of the federal narcotics and related laws;
- 2) Thorough knowledge of Federal regulatory and investigatory agencies, on-going programs and key national goals and priorities relating to enforcement of narcotics and related laws;
- 3) Significant experience in supervising the development and prosecution of criminal cases and reviewing the work products of attorneys;
- 4) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas;
- 5) Knowledge of intelligence community/law enforcement information sharing issues;
- 6) Law Degree and membership in the Bar.

EVALUATION:

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities,

performance appraisal, as well as work history. If candidates are found to possess all six technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

Executive/Managerial Requirements:

ECQ 1 - LEADING CHANGE. This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

Leadership Competencies: Creativity & Innovation, Continual Learning, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, Vision

- A. Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.
- B. Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.
- C. Understanding the roles and relationships of the components of the national policy making and implementation process, including the President, political appointees, Congress, the judiciary, state and local governments, and interest groups; and formulating effective strategies to balance those interests consistent with the business of the organization.
- D. Being open to change and new information; managing ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.
- E. Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement- oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.
- F. Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

ECQ 2 - LEADING PEOPLE. This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. Leadership Competencies: Conflict Management, Cultural Awareness, Integrity/Honesty, Team Building

- A. Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and

guiding others toward goal accomplishment; empowering people by sharing power and authority.

- B. Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).
- C. Valuing cultural diversity and other differences; fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.
- D. Assessing employees' unique developmental needs and providing developmental opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.
- E. Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.
- F. Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking disciplinary actions when other means have not been successful.

ECQ 3 - RESULTS DRIVEN. This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

- A. Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.
- B. Stressing results by formulating strategic program plans which assess policy/ program feasibility and include realistic short- and long- term goals and objectives.
- C. Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.
- D. Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.
- E. Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.

- F. Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

ECQ 4 - BUSINESS ACUMEN. This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

Leadership Competencies: Financial Management, Technology Management, Human Resources Management

- A. Assessing current and future staffing needs based on organizational goals and budget realities. Applying merit principles to develop, select, and manage a diverse workforce.
- B. Overseeing the allocation of financial resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.
- C. Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.
- D. Overseeing procurement and contracting procedures and processes.
- E. Integrating and coordinating logistical operations.
- F. Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological changes on the organization.

ECQ 5 - BUILDING COALITIONS/ COMMUNICATION: This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, Written Communication

- A. Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Government executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.

- B. Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.
- C. Developing and enhancing alliances with external groups (e.g., other agencies or firms, state and local governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.
- D. Working in groups and teams; conducting briefings and other meetings; gaining cooperation from others to obtain information and accomplish goals; facilitating 'win-win' situations.
- E. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.
- F. Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.

OTHER INFORMATION:

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.
- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

HOW TO APPLY:

Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;

- (2) a resume – please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
- (3) Standard Form 171, Application for Federal Employment.

To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Professional/Technical and Executive/Managerial Requirements listed above.

In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Ann Grace
Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

For additional information or copies of forms, please call (202) 514-2811. Applications must be **received by the closing date** to receive consideration. Applicants must meet qualification requirements by the closing date of the announcement.

CONTACT: Ann Grace

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